**Rutuja Narendra Potnis**

**101, Mahi, Lok Gram, Kalyan East, Thane- 421 306**

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**Professional profile**

Results focused, competitive and highly disciplined individual. Like to work in a high-volume, deadline-driven environment with the ability to work under pressure and adhere to tight deadlines through a respectful, constructive and energetic style guided by my mission, vision and values. Self-motivated, having a coherent ability to multitask with sublime communication skills.

**Skills Snapshot**

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| --- | --- |
| * Time management * Flexible team player * Excellent communication and interpersonal skills * Willingness to learn and adapt new systems * Able to prioritize and plan work in an efficient way | * Leadership capabilities * Self-confidence, maturity, and the ability to work independently as well in a team * Excellent decision maker * High levels of integrity * Good Planner * Good Team worker * Good Presentater * Fast Leaner |

**ACADEMIC PROFILE**

* May 2017: Passed with 1st Class in International Accounting & Finance from Kent University, Canterbury in United Kingdom.
* April 2016: Graduated from K.J Somaiya College of Science & Commerce (University of Mumbai).
* February 2013: HSC from Holy Cross College (Maharashtra State Board).
* March 2011: SSC from Lok Kalyan Public School (Maharashtra State Board).

# Achievements

* Head Girl for MCC (Maharashtra Cadet Corps) in Academic Year 2008-2009 & 2009-2010.
* Passed IELTS with an overall Band Score of 6.5.

# COMPUTER SKILLS

Certification Course in Maharashtra State Information Technology (MS-CIT) in January 2015

# HOBBIES & INTERESTS

* Reading
* Travelling
* Socializing

# Languages Known

* Marathi
* English
* Hindi

# PERSONAL INFORMATION

**Date of Birth** : 28th July 1995

**Gender** : Female

**Nationality** : Indian

**Marital Status** : Single